

UNCLASSIFIED

ID # 450136

WHITE HOUSE  
CORRESPONDENCE TRACKING WORKSHEET

IM

☐ O - OUTGOING

☐ H - INTERNAL

☒ I - INCOMING

Date Correspondence  
Received (YY/MM/DD)

861011

(E852C)

8631057

Name of Correspondent: Frank P. Baukert

☐ MI Mail Report

User Codes: (A) (B) (C)

Subject: The fate of Raoul Wallenberg

ROUTE TO:		ACTION		DISPOSITION	
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response Code	Completion Date YY/MM/DD
CS/NOLA		ORIGINATOR	861012		1 1
IN-CDH		Referral Note:	861012		C 861012
IN-D2S		Referral Note:	861010	TR	1 1
		Referral Note:			1 1
		Referral Note:			1 1
		Referral Note:			1 1

ACTION CODES:

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

DISPOSITION CODES:

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

FOR OUTGOING CORRESPONDENCE:

- Type of Response - Initials of Signer
- Code - "A"
- Completion Date - Date of Outgoing

Comments:

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Keep this worksheet attached to the original incoming letter.  
Send all routing updates to Central Reference (Room 75, NEOB).  
Always return completed correspondence record to Central Files.  
Refer questions about the correspondence tracking system to Central Reference, ext. 2590.